



Bright from the Start Georgia Department of Early Care and Learning
2 Martin Luther King Jr. Drive SE, 670 East Tower
Atlanta, GA 30334

Phone: (404) 657-5562 WWW.DECAL.GA.GOV

Cover Sheet

Date: 2/17/2022 **VisitType:** Monitoring Visit

Arrival: 11:00 AM **Departure:** 1:15 PM

CCLC-48078

Herrington Academy East

3555 Lee Road Snellville, GA 30039 Gwinnett County
 (770) 679-4316 Herringtonacademyeast@gmail.com

Regional Consultant

Dianne Clarke

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Mailing Address

1101 Herrington Road
 Lawrenceville, GA 30044

Quality Rated:

| Compliance Zone Designation | | | Compliance Zone Designation - A summary measure of a program's 12 month monitoring history, as it pertains to child care health and safety rules. The three compliance zones are good standing, support, and deficient. Good Standing - Program is demonstrating an acceptable level of performance in meeting the rules. Support - Program performance is demonstrating a need for improvement in meeting rules. Deficient - Program is not demonstrating an acceptable level of performance in meeting the rules. |
|------------------------------------|------------------|---------------|--|
| 02/17/2022 | Monitoring Visit | Good Standing | |
| 09/15/2021 | Licensing Study | Good Standing | |
| 02/25/2021 | Monitoring Visit | Good Standing | |

Ratios/License Capacity

| Building | Room | Age Group | Staff | Children | NC/C | Max 35 SF. | 35 SF. Comp. | Max 25 SF. | 25 SF. Comp. | Notes |
|---------------------------------|-----------|--|---------------------------------|----------|---------------------------------|---------------------------------|--------------|------------|--|---------------|
| Main | A/1L | Infants and One Year Olds | 1 | 3 | C | 13 | C | NA | NA | Nap |
| Main | B/1R | Two Year Olds | 2 | 10 | C | 10 | C | NA | NA | Lunch |
| Main | C/Mid L | One Year Olds | 1 | 7 | C | 11 | C | NA | NA | Lunch |
| Main | D/Mid R | Two Year Olds | 1 | 5 | C | 11 | C | NA | NA | Lunch |
| Main | E//R Rear | | 0 | 0 | C | 21 | C | NA | NA | |
| Main | F/R Mid | Three Year Olds | 2 | 14 | C | 20 | C | NA | NA | Transitioning |
| Main | G/R Front | Four Year Olds and Five Year Olds and Six Year Olds and Over | 2 | 17 | C | 26 | C | NA | NA | Centers |
| Total Capacity @35 sq. ft.: 112 | | | | | Total Capacity @25 sq. ft.: 112 | | | | | |
| Total # Children this Date: 56 | | | Total Capacity @35 sq. ft.: 112 | | | Total Capacity @25 sq. ft.: 112 | | | Building @25 capacity limited by Health Department Limitations | |

| Building | Playground | Playground Occupancy | Playground Compliance |
|----------|-------------|----------------------|-----------------------|
| Main | C/Back | 162 | C |
| Main | PG B/Middle | 259 | C |
| Main | PG/A Front | 82 | C |

Comments

On this date, consultant followed up to previous visit and conducted an on-site monitoring visit.

Reminders: Please be sure to contact the Gwinnett County Department of Health if there are positive COVID-19 cases immediately and get their guidance. Please also complete a Required Report in DECAL KOALA for all communicable diseases within 24 hours. Be sure to select "Notifiable Communicable Diseases" to report closures for COVID cases.

Please be sure to enter all temporary closures in DECAL KOALA under the Required Report tab whenever your facility closed temporarily for one day or more.

Incident Reports are to be submitted via DECAL KOALA with all signed staff statements for staff and the director.

As of August 2, 2021, all amendments are required to be entered in DECAL KOALA.

Please be sure to hide staff who are no longer employed in your DECAL KOALA account. Please reach out for help with this, if needed.

One Day Letter left on this date.

Plan of Improvement: Developed This Date 02/17/2022

Any rule violation which subjects a child to injury or life-threatening situation or any rule violations previously cited but not corrected, may result in the imposition of an adverse enforcement action. Serious or continued noncompliance may also jeopardize participation in one or more DECAL program(s).



Please refer to the website, <http://www.decgal.ga.gov/CCS/RulesAndRegulations.aspx>, for information regarding October 1, 2018 rule changes about Criminal Records Checks that may affect your facility. In summary,

- New records checks will be required to be completed if a staff member experiences a six month break in service from the child care industry
- New clearance is required at least once every five years
- Any staff member solely responsible for supervising children will be required to have completed a comprehensive background clearance
- All staff members are required to have completed at least a national fingerprint based clearance check
- Any staff member with only the national fingerprint based clearance, must be under constant and direct supervision of a staff member with a satisfactory comprehensive records check clearance
- Facilities are required to use DECAL KOALA for Criminal Records Checks, including to verify portability of an employee



Important New Deadlines:

Due to the ongoing COVID restrictions, the deadline to become Quality Rated for programs who want to continue to receive Childcare and Parent Services (CAPS), has been extended to at least December 31, 2021.

Get started today! Sign up by completing a short online application: <https://qualityrated.decgal.ga.gov/>

Request free technical assistance to help you earn your star rating by contacting the Quality Rated help desk at 855-800-7747 or qualityrated@decgal.ga.gov

O.C.G.A. Section 42.1.12(i)(2) requires Bright from the Start: Georgia Department of Early Care and Learning to notify licensed child care programs on accessing and retrieving from the Georgia Bureau of Investigation's (GBI) website a list of the names and addresses of all registered sexual offenders. Please see GBI's website located at <http://gbi.georgia.gov> to access the Georgia Sex Offender Registry.

Refutation Process:

You have the right to refute any of the citations noted in this report with which you disagree. To refute a citation(s), e-mail the following information to CCSRefutations@dec.al.ga.gov.

- 1) Facility name, license number and visit date
- 2) Your name, title/relationship to the facility, e-mail address & up to two phone number(s) where you can be reached
- 3) Specific rule number(s) that you are refuting, along with your concerns or questions regarding the rule citation

Refutations must be submitted to Child Care Services (CCS) within 10 business days of the completion date.

A sample form for submitting a refutation can be found at: <http://dec.al.ga.gov/ChildCareServices/RefutationInformation.aspx>

Your refutation will be forwarded to the appropriate CCS manager, who will follow up with you about your concerns. If you have any questions about this process, contact our office at 404-657-5562.

Bright from the Start recommends that all licensed child care providers carry liability insurance coverage sufficient to protect its clients. If you do not have this liability insurance, you are required to post a notice with ½ inch letters in a conspicuous location in the program, notify the parent or guardian of each child in care in writing, obtain their signature to acknowledge receipt and maintain this written acknowledgment on file at the program at all times while the child attends the program and for 12 months after the child's last date of attendance. (O.C.G.A. Section 20-1A-4)

Herline Ford, Program Official

Date

Dianne Clarke, Consultant

Date



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Findings Report

Date: 2/17/2022 **VisitType:** Monitoring Visit **Arrival:** 11:00 AM **Departure:** 1:15 PM

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The following information is associated with a Monitoring Visit:

Activities and Equipment

591-1-1-.12 Equipment & Toys(CR)

Met

Comment

Discussed adding equipment and toys to enhance variety; books.

591-1-1-.35 Swimming Pools & Water-related Activities(CR)

Met

Comment

Center does not provide swimming activities.

Children's Records

591-1-1-.08 Children's Records

Met

Correction Deadline: 9/15/2021

Corrected on 2/17/2022

.08(1) - The previous citation was observed to be corrected in that the information was observed to be completed. Please ensure that the enrollment applications are completed for all children prior to them being present at the facility.

Facility

591-1-1-.19 License Capacity(CR)

Met

Comment

Licensed capacity observed to be routinely met by center.

591-1-1-.25 Physical Plant - Safe Environment(CR)**Not Met****Finding**

591-1-1-.25(13) requires that potentially hazardous equipment, materials and supplies be stored in a locked area inaccessible to children. It was determined based on a review of records that the following hazards were observed accessible in the following classrooms:

- A/1L: In the unlocked cabinet under the sink, Febreze, Lysol spray and wipes and OdoBan were observed to be accessible.
- E/R Rear: Plastic grocery bags were observed in the cubbies and were accessible.
- F/R Mid: A purse was observed to be accessible in an unlocked closet.
- G/R: A plunger and toilet brush was observed accessible in the Boys bathroom.

POI (Plan of Improvement)

The Center will identify all hazardous items and keep them in a locked area inaccessible to children. The Center will inform all Staff about hazardous items and the safe storage of those items. The staff moved the purse during the visit.

Correction Deadline: 2/17/2022**Technical Assistance**

591-1-1-.25(8) - Please remember to cover all outlets when not in use at all times.

Correction Deadline: 2/17/2022

591-1-1-.26 Playgrounds(CR)**Not Met****Finding**

591-1-1-.26(9) requires the playground to be kept clean, free from litter and free of hazards, such as but not limited to rocks, exposed tree roots and exposed sharp edges of concrete. It was determined based on observation that the black material beneath the mulch was exposed on the PG B/Middle playground under the swing and throughout the area with the climber and PG/A Front playground under the fourth swing and the shaded area.

POI (Plan of Improvement)

The Center will remove any litter and fix or remove hazards from the playground and will routinely monitor the playground and remove litter and hazards. Discussed regarding ensuring that this material stays covered as it can pose a tripping hazard.

Correction Deadline: 2/17/2022

| |
|---------------------------|
| Health and Hygiene |
|---------------------------|

591-1-1-.10 Diapering Areas & Practices(CR)**Met****Comment**

Staff state proper knowledge of diapering procedures.

591-1-1-.17 Hygiene(CR)**Met****Comment**

Proper hand washing observed throughout the center.

591-1-1-.20 Medications(CR)**Met****Comment**

The Provider currently does not dispense/administer medication.

| |
|---------------|
| Safety |
|---------------|

591-1-1-.11 Discipline(CR)**Met****Comment**

Age-appropriate discussion and/or redirection observed.

Technical Assistance

591-1-1-.36(6) - Please ensure that the times children are dropped off and picked up to and from school are recorded on the transportation agreements for all children being transported.

Correction Deadline: 2/18/2022

Finding

591-1-1-.36(7)(b) requires that an emergency medical information record be maintained in the vehicle for each child being transported. The emergency medical information record for each child shall include a listing of the child's full name, date of birth, allergies, special medical needs and conditions, current prescribed medications that the child is required to take on a daily basis for a chronic condition, the name and telephone number of the child's doctor, the local medical facility that the Center uses in the area where the Center is located and the telephone numbers where the Parents can be reached. It was determined based on a review of records that four children being transported did not have evidence of their medical emergency forms and one child's form was not completed with their physician's information.

POI (Plan of Improvement)

The Center will obtain a complete emergency medical information record for each child that is transported and maintain a copy on the vehicle.

Correction Deadline: 2/18/2022

Sleeping & Resting Equipment

591-1-1-.30 Safe Sleeping and Resting Requirements(CR)

Comment

Pleasant naptime environment observed.

Staff Records

Records Reviewed: 18

Records with Missing/Incomplete Components: 5

Staff # 1 Not Met

Date of Hire: 02/17/2022 Reminder - Health & Safety training is required within 90 calendar days of hired

"Missing/Incomplete Components"
 .09-Criminal Records Check Missing

Staff # 2 Met

Date of Hire: 08/28/2017

Staff # 3 Not Met

Date of Hire: 09/20/2021

"Missing/Incomplete Components"
 .14(2)-CPR missing,.14(2)-First Aid Missing,.33(3)-Health & Safety Certificate

Staff # 4 Met

Date of Hire: 09/18/2017

Staff # 5 Met

Date of Hire: 12/20/2021 Reminder - Health & Safety training is required within 90 calendar days of hired

| | |
|--|--|
| Staff # 6 Date of Hire: 11/01/2021 | Met |
| Staff # 7 Date of Hire: 09/03/2020 | Met |
| Staff # 8 Date of Hire: 01/04/2022 | Met <u>Reminder - Health & Safety training is required within 90 calendar days of hired</u> |
| Staff # 9 Date of Hire: 08/17/2021 | Met |
| Staff # 10 Date of Hire: 01/24/2019 | Met |
| Staff # 11 Date of Hire: 09/14/2019 <u>"Missing/Incomplete Components"</u> .31(2)(b)2.-Staff Qualifications-Education Missing | Not Met |
| Staff # 12 Date of Hire: 10/28/2020 | Met |
| Staff # 13 Date of Hire: 11/01/2021 <u>"Missing/Incomplete Components"</u> .14(2)-CPR missing,.14(2)-First Aid Missing,.33(3)-Health & Safety Certificate | Not Met |
| Staff # 14 | Met |
| Staff # 15 Date of Hire: 08/17/2021 | Met |
| Staff # 16 Date of Hire: 09/20/2021 <u>"Missing/Incomplete Components"</u> .14(2)-CPR missing,.14(2)-First Aid Missing,.33(3)-Health & Safety Certificate | Not Met |
| Staff # 17 Date of Hire: 04/29/2019 | Met |
| Staff # 18 Date of Hire: 07/31/2020 | Met |

591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)**Not Met****Comment**

Director provided nine files for employees hired since last visit.

-Please ensure that applicants/staff are listing exact dates (including month/day/year) on 10 year work history form in order to determine any breaks in service from the child care industry.

-Please ensure that records checks are redone if there is a six-month break in service.

-Please also ensure that satisfactory records checks are updated before the expiration date.

-Ensure that all therapists and other independent contractors have an updated records check on file, before being present at the center.

-Please ensure that staff with a national background check is always present with a staff who has a comprehensive background check. Staff should never be by themselves.

Finding

591-1-1-.09(1)(j) requires that for portability for Directors, Employees and Provisional Employees, excluding Students-in-Training, only the most recently issued determination letter is eligible for portability and must be ported electronically. A Center may accept a satisfactory Fingerprint Records Check Determination letter or a satisfactory Comprehensive Records Check Determination letter issued by the Department if the Records Check Clearance Date is within the preceding 12 months from the hire date, the individual has not had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, and the Center does not know or reasonably should not know that the individual's satisfactory status has changed. It was determined based on a review of records that a substitute was not electronically ported to the facility.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will be sure to complete portability request for all individuals prior to them being present at the center to ensure that only the most recently issued determination letter is electronically ported for Directors, Employees and Provisional Employees, excluding Students-in-Training. A Center may accept a satisfactory Fingerprint Records Check Determination letter or a satisfactory Comprehensive Records Check Determination letter issued by the Department if the Records Check Clearance Date is within the preceding 12 months from the hire date, the individual has not had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, and the Center does not know or reasonably should not know that the individual's satisfactory status has changed. The program's owner or an officer/member of the corporation must view the A to Z Background Check video units pertaining to this records check rule and return the signed affidavit within one week from this visit date. The Center will review the CRC modules regarding criminal records to ensure CRC rules are maintained. The portability request was completed during the visit.

Correction Deadline: 2/17/2022

591-1-1-.14 First Aid & CPR**Not Met****Finding**

591-1-1-.14(2) requires a Staff member who is trained in CPR and first aid to be on the premises and on any field trip whenever any child is present. In addition, Staff who provide direct care to children must satisfactorily obtain certification in first aid and CPR by December 29, 2016 if employed prior to September 30, 2016 and within 90 days of their hire date if employed after September 30, 2016. It was determined based on a review of records that staff #3, #13, and #16 did not have current evidence of their CPR and First Aid certification within the required 90 days.

POI (Plan of Improvement)

The Center will develop a schedule to ensure there is always a staff person with current first aid and CPR training present and will develop and implement a plan to ensure all staff members have satisfactorily completed first aid and CPR training by the specified date.

Correction Deadline: 3/19/2022

591-1-1-.33 Staff Training**Not Met**

Finding

591-1-1-.33(3) requires each Staff member with direct care responsibilities to complete health and safety orientation training within the first 90 days of employment. The state-approved training hours obtained will count toward required first year training hours. The training must address the following health and safety topics: prevention and control of infectious diseases (including immunizations); prevention of sudden infant death syndrome and use of safe sleeping practices; administration of medication, consistent with standards for parental consent; prevention of and response to emergencies due to food and allergic reactions; building and physical premises safety, including identification of and protection from hazards that can cause bodily injury such as electrical hazards, bodies of water, and vehicular traffic; prevention of shaken baby syndrome, abusive head trauma and child maltreatment; emergency preparedness and response planning for emergencies resulting from a natural disaster or a human-caused event (such as violence at a child care facility); handling and storage of hazardous materials and the appropriate disposal of bio contaminants; precautions in transporting children; recognition and reporting of child abuse and neglect; and child development. It was determined based on a review of records that staff #3, #13, and #16 did not have evidence of their Health and Safety Orientation training completed within the required 90 days.

POI (Plan of Improvement)

The Center will develop and implement a plan to schedule and track this training for all employees based on their hire dates and will ensure that the training includes all required components as required.

Correction Deadline: 3/19/2022

591-1-1-.31 Staff(CR)**Not Met****Finding**

591-1-1-.31(2)(b)2. requires teachers and lead caregivers to meet minimum academic requirements and qualifying experience at the time of employment. It was determined based on a review of records that staff #11 did not have current evidence of their education credential and their period to complete their credential has expired.

POI (Plan of Improvement)

A teacher/lead caregiver will be hired that meets the minimum academic requirements and qualifying work experience.

Correction Deadline: 5/17/2022

Recited on 2/17/2022

Staffing and Supervision

591-1-1-.32 Staff:Child Ratios and Group Size(CR)**Met****Comment**

Center observed to maintain appropriate staff:child ratios.

591-1-1-.32 Supervision(CR)**Met****Comment**

Adequate supervision observed on this date. Discussed new revision to the supervision rule which states: Staff shall be attentive and participating with all children during mealtimes and shall be seated within an arm's length away from children thirty-six (36) months of age and younger.